

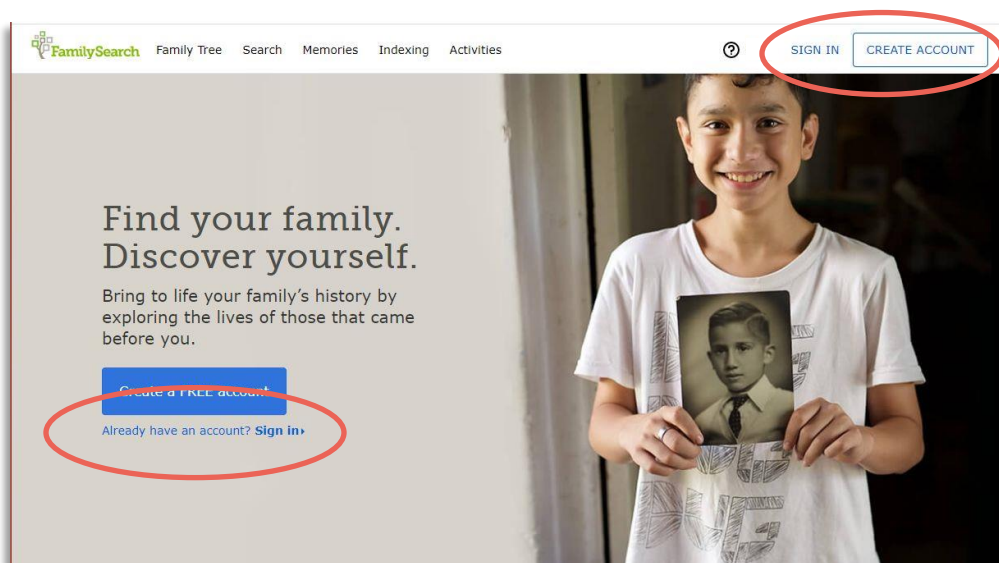


## FamilySearch.org: Navigate, Add, Standardize, Edit & Print

### NAVIGATE

Create Account – This box is in the upper right corner of the FamilySearch home page. It allows a person to become a registered user of the free FamilySearch website.

- Create a username and password and then activate your account by mobile phone or email.
- You must be a registered user to access the shared FamilySearch Family Tree and some of the search features.



The FamilySearch logo on the upper left is a functioning icon. Clicking on this takes you back to your personalized Home Page on [www.familysearch.org](http://www.familysearch.org).

### FamilySearch Home Page

Contains several areas to help you discover, find, and document the lives of your ancestors when you sign in.

#### Home Page - Left side:

The top box contains links to personalized topics which you can scroll through. These topics will change periodically.

- View Memories that have recently been added to FamilySearch by you or others linked to your direct family tree.

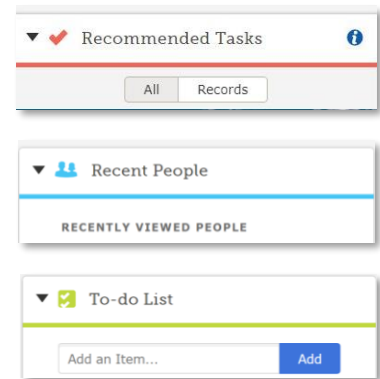
## Home Page - Right side:

### Recommended Tasks:

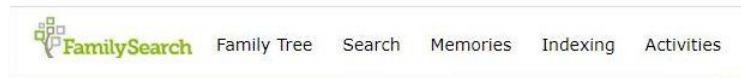
- All
- Records – contains information and Record Hints about sources that can be attached to your ancestors to further document their lives.

Recent People – list of names that you have recently viewed in the Family Tree.

A To-do List – add tasks or goals you want to accomplish in your research.



## Overview of Tabs



Note: See dropdown menus by clicking on each tab to quickly navigate to a specific place.

Family Tree – ‘Overview’ of FamilySearch; see ‘Tree’ and ‘Person’ views; ‘Find’ allows searches by name or ID in the shared FamilySearch Family Tree; ‘Following’ tracks changes made to Person pages, see your ‘Contributions’ to FamilySearch.

Search – Search ‘Records’ from the FamilySearch collections, ‘Images’ (millions of new images being added daily). Search the ‘Family Tree’ database, submitted ‘Genealogies’, the Family History Library ‘Catalog’. Multiple databases are included in the ‘Books’ tab, and Research Wiki. (You must be a registered user to access the Search features outside of a FamilySearch Center).

Memories – Links to your ‘Gallery’ containing Photos, Stories, Documents, and Audio files you have added to FamilySearch. There are also links to the ‘People’ tab, ‘Find’ application, and ‘Overview’.

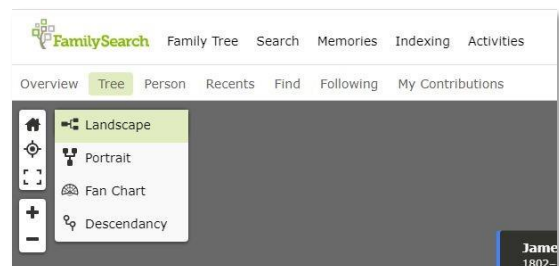
Indexing – Information about, and the opportunity to participate in indexing records that are being digitized so they become searchable, then shared and connected as sources.

Activities – In-home and online activities designed for the whole family to have fun discovering family history in a completely new way.

## The Family Tree Tab

Tree – Takes the user to the last person viewed in the main position. There are four ways to view the ancestors of the person in the primary position on the pedigree view:

- Landscape – pedigree displayed horizontally.
- Portrait – pedigree displayed vertically.
- Fan Chart – pedigree displayed as a fan chart 4 to 7 generations.



- Descendancy – 1 to 4 generations of descendants.

Overview – Get an overview of FamilySearch.

Person – Displays the Person details view of the most recent person viewed.

Recents – Shows the list of the last 50 names recently viewed with the account holder's name on top. (Add unconnected person is on the bottom)

Find – Searches for an ancestor in the Family Tree by name, or ID number.

Following – List of people you are following, as well as all recent changes to those ancestors you requested to follow.

My Contributions – Displays graphs and totals of your contributions to the shared Family Tree.

### Person's Summary Card

The card comes up when a person's name is clicked. The Summary Card lists the person's name, vital information, ID number, number of sources, memories and discussions attached.



### Person "Details" Page

#### General Information Box at top

- Every person has a computer-generated ID number.
- Birth and death information.
- View Tree – Puts that person in the primary position on the pedigree views.
- Following to begin following a person, click on the star by "Follow". When the star is black, you are following that person. A list of everyone you are following will appear under the Following Tab. You will be able to view any changes made to these people.
- View My Relationship – Shows your relationship to the person.



On the Person page - just below the information box there is a group of tabs.

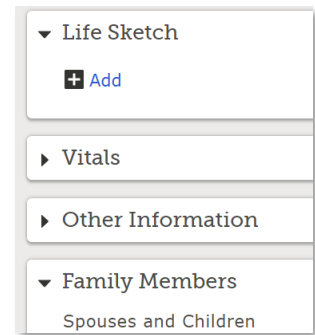


- Details – Shows several fields that contain vital information about the person.
- Timeline – The timeline is generated from information in the Family Tree. A Map can be turned on to see the location of each event. Show options to include Historical Events, other relatives, and research hints on the timeline. View as a Map or Satellite view.
- Sources – Contains a list of sources about that person which help verify the accuracy of the information entered. Provides documentation of birth, marriage, death, or other vital information.
- Collaborate – Enter Notes and Discussions about the person or research conclusions.
- Memories – Links to memories (photos, stories, documents, or audio files) that have been added for the person.

## ADD or EDIT

From the Person Detail view:

- Life Sketch – This could be a brief biography or other information about the person. You can type into the box or use copy/paste from a word processor.
- Vitals – Edit Name, Gender, Birth, Christening, Death and Burial Information by clicking the Edit option. (see below)
- Other information – Alternate names and other specific titles or facts about the person.
- Family Members – Add people to the collaborative FamilySearch Tree Database from either the Tree or Person view by clicking on the [Add](#) button:
  - + Add Father
  - + Add Mother
  - + Add Child found at the bottom of the Children dropdown.
  - Fill in as much information as you have for the person you wish to add. You must mark Living or Deceased to continue.
  - If someone in the FamilySearch database already exists with a similar name, dates, and place, you will be shown possible persons to choose from. If one of these choices appears to be the same person, Select Person or Select Couple (if the individual is connected to a Spouse).
  - If there are No Matches Found, you may select Create Person.



▼ Life Sketch  
+ Add

► Vitals

► Other Information

▼ Family Members  
Spouses and Children

## EDIT

Wherever information in Family Tree is [blue](#) it links to further information.

- Names, dates, and locations can be edited by clicking on the [Edit](#) button by the name, date, or place.
- Edit Family Relationships (Spouses or Parent/Child) by clicking on the Pencil icon next to the child, or the marriage information on the Person Details page.
- Spouse Marriage Relationship pencil edit icon: A box will open to allow you to Remove or Replace this relationship, Add Event, Sources, Facts and Notes.
- Parent/Child Relationship pencil edit icon: This will open a box to allow you to Add a Relationship Type, such as: Biological, Adoptive, Foster, Guardianship, or Step. You also have the ability to Remove or Replace the relationship with each or both parents.
- Clicking on a name in the Family Members section opens the ID Card for that person.
- Clicking on Sources opens further information about attached sources.
- Click on Collaborate to add Notes or Discussions.

## STANDARDIZE Names & Dates

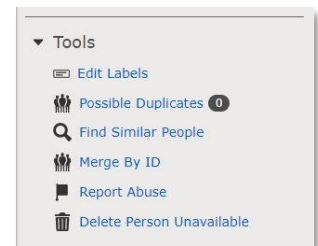
The FamilySearch Family Tree uses a standardized system for place names, and dates.

- Places are listed as City, County, State, Country – (all completely spelled out).
- Dates are listed as Day, Month, Year – (with the month completely spelled out).
- If you do NOT know the person's name, leave the field blank. Do not enter terms such as Baby, Unnamed, Twin, etc. (See the article in the Help Center titled "What words and abbreviations cause "Needs more information to appear?"").
- Nicknames should be entered in the Other Information - Alternate Name field.

## MORE NAVIGATION TOOLS

Found on the right side of the Person Detail View

- Research Help – Contains [Record Hints](#), [Research Suggestions](#) or [Data Problems](#) that likely apply to your ancestor. Record Hints may be evaluated and, if they apply, they can be attached as sources to document information. Data Problems alert you to problems such as “Child was born after mother’s death”, or it could be a date that is not standardized correctly. Research suggestions provide other suggestions to search for information about your ancestor.
- Search Records – From the Person view, click on the logo tabs for FamilySearch, Ancestry, etc. These are links to Results pages on the FamilySearch website or partner websites. They may be linked to additional information or records about an ancestor.
- Latest Changes – This contains a log of all changes made on the individual’s information. Click on [Show All](#) to view a complete log.
- Tools – Links in this list help maintain the integrity of records by finding similar and duplicate people and allowing merges of duplicate individuals. You can search for possible duplicate persons in the database and merge them by name or by ID number. Possible Duplicates can be evaluated and merged if they are duplicates or marked as [Not A Match](#) if they are NOT duplicates in the FamilySearch database.




## PRINT

The Print option is found on the Right sidebar of the Person View under +`Tools. Charts can be printed from the various views.

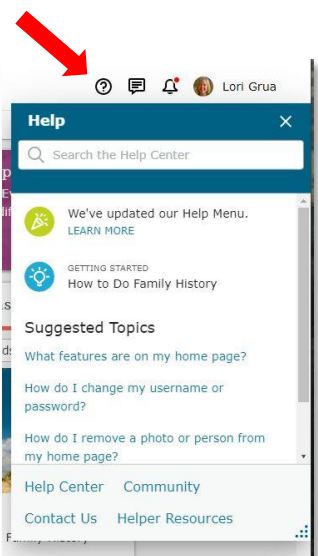
- Pedigree view (landscape)
- Pedigree view (portrait)
- Fan chart
- Family Group Record (with or without sources)



## HELP

The Help button  located in the upper right corner of the FamilySearch screen displays Suggested Topics relevant to the page you are viewing. You may type your query directly into the Search box.


- Getting Started – Articles and short videos to help you discover your story, explore your Family Tree and learn how-to find your ancestors.
- Help Center – Contains thirteen categories for further information regarding your questions.
- Community – Post your questions or Join a Group specific to your genealogical research to get help finding answers from the community and professionals.




- Helper Resources – includes a link to the [What's New at FamilySearch Blog](#), articles, and activities to help Family History Consultants assist other people with family history.
- Contact Us – (see below)

#### Contacting FamilySearch

- Find Local Help – Lists Family History Consultants in your local area and Nearby Family History Centers including contact information.
- Support Center Hours and Holiday Schedule – Call the FamilySearch Support number for assistance with Product Support or Research Assistance.  
Send a Message – Allows you to submit feedback, a problem or question to FamilySearch Support for response via e-mail with an attachment.
- Live Chat – Allows online chat.
- Call Us – Provides toll free numbers to FamilySearch Support (U.S. is 1-866-406-1830)
- My Cases – A correspondence log regarding any cases you submitted to FamilySearch for inquiries or possible Feedback.

MESSAGES –  View all messages and correspondence received from other users of FamilySearch.

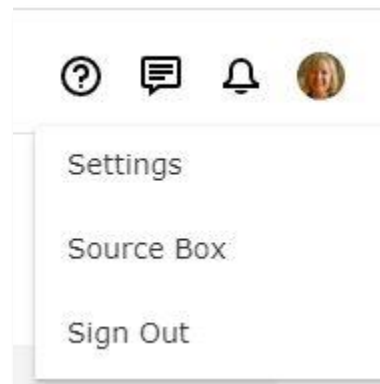
NOTIFICATIONS –  Receive requested notifications about “Discovery Experiences” specifically tailored to your ancestors.

SETTINGS – Click on your name in the upper right corner.

Change or update settings for your password, personal information, preferences and privacy in your Account, Notifications, and Permissions to view your relationship to other users, etc.

SOURCE BOX – Access, organize, and create sources here in your Source Box.

SIGN OUT – Be sure to sign out when using a public computer.



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